

**FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Assistant
(Non-Bargining)

PCN: 100121

DEPARTMENT: Director's Office

P. R.: N9

RESPONSIBILITIES: Perform complex duties of an administrative nature that assist the Director, JFS in day-to-day administrative duties (e.g., respond to inquires from outside agencies & general public; provide technical advise regarding administrative issues; research & gather information/statistics for purpose of compiling confidential, personnel, labor relations, payroll and/or reports; draft, & may sign simple correspondence). Provide non-legal interpretation of policies & procedures.

Receive and analyze complaints addressed to the Director's Office from general public. Contact appropriate agency area. Monitor serious complaints relative to client related problems to specific public assistance calls. Respond to client problem referrals from public officials and community organizations. Move toward resolving the problems.

Provide direct supervision and training to office clerical support staff. Instruct/train, give direction and assign and monitor the completion of work to ensure accuracy, timely completion, and compliance with Agency policy and procedure, (e.g., the opening and distribution of mail; answering of telephones and screening of calls for the Director and Assistant Director; greeting visitors; ordering and stocking supplies; making copies; preparing materials for mailing, special projects, etc.)

Plan, develop and coordinate special project assignments as required by the Director. Provide administrative support for the Director's office, using Microsoft Word, Microsoft Excel, Power Point, and other software applications. Schedule and plans meetings; make arrangements for conferences and travel. Help in preparing materials for meetings; type and proof finished copy and maintain personal calendar for Director and Assistant Director. Set up office procedures; coordinate daily workflow; maintains full file system. Perform miscellaneous administrative duties including writing memos and correspondence for Director; prepare resolutions and coordinate department activities with various boards and councils. Attend Executive Committee meetings, Community Planning Council, Workforce Policy Board and other meetings at the request of the Director and takes minutes.

Serve as liaison between the various executive areas and relays decisions and directives to the Deputy Directors. Prepare agenda items for agency Information Sharing Sessions; coordinate the ordering of retirement plaques for agency retirees; plan annual agency Employee Recognition Program.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 3 courses in public relations (or 3 months experience); or equivalent.

STARTING SALARY: \$16.21 per hour/180 day probationary period.

DATE POSTED: Monday, December 13, 2010

DEADLINE TO APPLY: Friday, December 24, at 5:00pm

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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